## **Questionnaire for Non-Sensitive Positions**

Follow instructions fully or we cannot process your form. Be sure to sign and date the certification statement on page 5 and the release on page 6. If you have any questions, call the office that gave you the form.

## **Purpose of this Form**

The U.S. Government conducts background investigations to establish that applicants or incumbents either employed by the Government or working for the Government under contract, are suitable for the job. Information from this form is used primarily as the basis for this investigation. Complete this form only after a conditional offer of employment has been made.

Giving us the information we ask for is voluntary. However, we may not be able to complete your investigation, or complete it in a timely manner, if you don't give us each item of information we request. This may affect your placement or employment prospects.

## **Authority to Request this Information**

The U.S. Government is authorized to ask for this information under Executive Order 10577, sections 3301 and 3302 of title 5, U.S. Code; and parts 5, 731 and 736 of Title 5, Code of Federal Regulations.

Your Social Security number is needed to keep records accurate, because other people may have the same name and birth date. Executive Order 9397 also asks Federal agencies to use this number to help identify individuals in agency records.

#### The Investigative Process

Background investigations are conducted using your responses on this form and on your Declaration for Federal Employment (OF 306) to develop information to show whether you are reliable, trustworthy, and of good conduct and character. Your current employer must be contacted as part of the investigation, even if you have previously indicated on applications or other forms that you do not want this.

## **Instructions for Completing this Form**

1. Follow the instructions given to you by the person who gave you the form and any other clarifying instructions furnished by that person to assist you in completion of the form. Find out how many copies of the form you are to turn in. You must sign and date, in black ink, the original and each copy you submit.

- 2. Type or legibly print your answers in black ink (if your form is not legible, it will not be accepted). You may also be asked to submit your form in an approved electronic format.
- 3. All questions on this form must be answered. If no response is necessary or applicable, indicate this on the form (for example, enter "None" or "N/A"). If you find that you cannot report an exact date, approximate or estimate the date to the best of your ability and indicate this by marking "APPROX." or "EST."
- 4. Any changes that you make to this form after you sign it must be initialed and dated by you. Under certain limited circumstances, agencies may modify the form consistent with your intent.
- 5. You must use the State codes (abbreviations) listed on the back of this page when you fill out this form. Do not abbreviate the names of cities or foreign countries.
- 6. The 5-digit postal ZIP codes are needed to speed the processing of your investigation. The office that provided the form will assist you in completing the ZIP codes.
- 7. All telephone numbers must include area codes.
- 8. All dates provided on this form must be in Month/Day/Year or Month/Year format. Use numbers (1-12) to indicate months. For example, June 10, 1978, should be shown as 6/10/78.
- 9. Whenever "City (Country)" is shown in an address block, also provide in that block the name of the country when the address is outside the United States.
- 10. If you need additional space to list your residences or employments/self-employments/unemployment or education, you should use a continuation sheet, SF 86A. If additional space is needed to answer other items, use a blank piece of paper. Each blank piece of paper you use must contain your name and Social Security Number at the top of the page.

## Final Determination on Your Eligibility

Final determination on your eligibility for a position is the responsibility of the Office of Personnel Management or the Federal agency that requested your investigation. You may be provided the opportunity personally to explain, refute, or clarify any information before a final decision is made.

#### Penalties for Inaccurate or False Statements

The U.S. Criminal Code (title 18, section 1001) provides that knowingly falsifying or concealing a material fact is a felony which may result in fines of up to \$10,000, and/or 5 years imprisonment, or both. In addition, Federal agencies generally fire, or disqualify individuals who have materially and deliberately falsified these forms, and this remains a part of the permanent record for future placements. Your trustworthiness is a very important consideration in deciding your suitability. Your prospects

of placement are better if you answer all questions truthfully and completely. You will have adequate opportunity to explain any information you give us on the form and to make your comments part of the record.

#### Disclosure of Information

The information you give us is for the purpose of determining your suitability for Federal employment; we will protect it from unauthorized disclosure. The collection, maintenance, and disclosure of background investigative information is governed by the Privacy Act. The agency which requested the investigation and the agency which conducted the investigation have published notices in the Federal Register describing the systems of records in which your records will be maintained. You may obtain copies of the relevant notices from the person who gave you this form. The information on this form, and information we collect during an investigation may be disclosed without your consent as permitted by the Privacy Act (5 USC 552a (b)) and as follows:

## PRIVACY ACT ROUTINE USES

- 1. To the Department of Justice when: (a) the agency or any component thereof, or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government is a party to litigation or has interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records by the Department of Justice is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
- 2. To a court or adjudicative body in a proceeding when: (a) the agency or any component thereof; or (b) any employee of the agency in his or her official capacity; or (c) any employee of the agency in his or her individual capacity where the Department of Justice has agreed to represent the employee; or (d) the United States Government is a party to litigation or has interest in such litigation, and by careful review, the agency determines that the records are both relevant and necessary to the litigation and the use of such records is therefore deemed by the agency to be for a purpose that is compatible with the purpose for which the agency collected the records.
- 3. Except as noted in Question 14, when a record on its face, or in conjunction with other records, indicates a violation or potential violation of law, whether civil, criminal, or regulatory in nature, and whether arising by general statute, particular program statute, regulation, rule, or order issued pursuant thereto, the relevant records may be disclosed to the appropriate Federal, foreign, State, local, tribal, or other public authority responsible for enforcing, investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order.
- 4. To any source or potential source from which information is requested in the course of an investigation concerning the hiring or retention of an employee or other personnel action, or the issuing or retention of a security clearance, contract, grant, license, or other benefit, to the extent necessary to identify the individual, inform the source of the nature and purpose of the investigation, and to identify the type of information requested.

- 5. To a Federal, State, local, foreign, tribal, or other public authority the fact that this system of records contains information relevant to the retention of an employee, or the retention of a security clearance, contract, license, grant, or other benefit. The other agency or licensing organization may then make a request supported by written consent of the individual for the entire record if it so chooses. No disclosure will be made unless the information has been determined to be sufficiently reliable to support a referral to another office within the agency or to another Federal agency for criminal, civil, administrative, personnel, or regulatory action.
- 6. To contractors, grantees, experts, consultants, or volunteers when necessary to perform a function or service related to this record for which they have been engaged. Such recipients shall be required to comply with the Privacy Act of 1974, as amended.
- 7. To the news media or the general public, factual information the disclosure of which would be in the public interest and which would not constitute an unwarranted invasion of personal privacy.
- 8. To a Federal, State, or local agency, or other appropriate entities or individuals, or through established liaison channels to selected foreign governments, in order to enable an intelligence agency to carry out its responsibilities under the National Security Act of 1947 as amended, the CIA Act of 1949 as amended, Executive Order 12333 or any successor order, applicable national security directives, or classified implementing procedures approved by the Attorney General and promulgated pursuant to such statutes, orders or directives.
- 9. To a Member of Congress or to a Congressional staff member in response to an inquiry of the Congressional office made at the written request of the constituent about whom the record is maintained.
- 10. To the National Archives and Records Administration for records management inspections conducted under 44 USC 2904 and 2906.
- 11. To the Office of Management and Budget when necessary to the review of private relief legislation.

## STATE CODES (ABBREVIATIONS)

Alabama	AL	Hawaii	н	Massachusetts	MA	New Mexico	NM	South Dakota	SD
Alaska	AK	Idaho	ID	Michigan	MI	New York	NY	Tennessee	TN
Arizona	ΑZ	Illinois	IL	Minnesota	MN	North Carolina	NC	Texas	TX
Arkansas	AR	Indiana	IN	Mississippi	MS	North Dakota	ND	Utah	UT
California	CA	Iowa	IA	Missouri	MO	Ohio	ОН	Vermont	VT
Colorado	CO	Kansas	KS	Montana	MT	Oklahoma	OK	Virginia	VA
Connecticut	CT	Kentucky	KY	Nebraska	NE	Oregon	OR	Washington	WA
Delaware	DE	Louisiana	LA	Nevada	NV	Pennsylvania	PA	West Virginia	WV
Florida	FL	Maine	ME	New Hampshire	NH	Rhode Island	RI	Wisconsin	WI
Georgia	GA	Maryland	MD	New Jersey	NJ	South Carolina	SC	Wyoming	WY
American Samoa	AS	District of Columbia	DC	Guam	GU	Northern Marianas	СМ	Puerto Rico	PR
Trust Territory	TT	Virgin Islands	VI						

## PUBLIC BURDEN INFORMATION

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Reports and Forms Management Officer, U.S. Office of Personnel Management, 1900 E Street, N.W., Room CHP-500, Washington, D.C. 20415. Do not send your completed form to this address.

Standard Form 85 Revised September 1995 U.S. Office of Personnel Management 5 CFR Parts 731 and 736

# QUESTIONNAIRE FOR NON-SENSITIVE POSITIONS

Form approved: O.M.B. No. 3206-0005 NSN 7540-00-634-4035 85-111

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## 8

## WHERE YOU HAVE LIVED

List the places where you have lived, beginning with the most recent (#1) and working back 5 years. All periods must be accounted for in your list. Be sure to indicate the actual physical location of your residence: do not use a post office box as an address, do not list a permanent address when you were actually living at a school address, etc. Be sure to specify your location as closely as possible: for example, do not list only your base or ship, list your barracks number or home port. You may omit temporary military duty locations under 90 days (list your permanent address instead), and you should use your APO/FPO address if you lived overseas.

For any address in the last 3 years, list a person who knew you at that address, and who preferably still lives in that area (do not list people for residences completely outside this 3-year period, and do not list your spouse, former spouses, or other relatives).

Month/Year Month/Year	Street Address	Apt. #	City (Country)	State	ZIP Code
#1 ⊤o Present					
Name of Person Who Knows You	Street Address	Apt. #	City (Country)	State	ZIP Code
# Month/Year Month/Year  To	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You	Street Address	Apt. #	City (Country)	State	ZIP Code
# Month/Year Month/Year 3 To	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You	Street Address	Apt. #	City (Country)	State	ZIP Code
# Month/Year Month/Year  To	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You	Street Address	Apt. #	City (Country)	State	ZIP Code
# Month/Year Month/Year 5 To	Street Address	Apt. #	City (Country)	State	ZIP Code
Name of Person Who Knew You	Street Address	Apt. #	City (Country)	State	ZIP Code

## 9

## WHERE YOU WENT TO SCHOOL

List the schools you have attended, beyond Junior High School, **beginning with the most recent (#1) and working back 5 years.** List all College or University degrees and the dates they were received. If all of your education occurred more than 5 years ago, list your most recent education beyond high school, no matter when that education occurred.

- Use one of the following codes in the "Code" block:
  - 1 High School
- 2 College/University/Military College
- 3 Vocational/Technical/Trade School
- For correspondence schools and extension classes, provide the address where the records are maintained.

#1	Month/Year To	Month/Year	Code	Name of School	Degree/Diploma/Other		Month/Year Awarded
Stre	eet Address and Cit	ty (Country) of	f School			State	ZIP Code
#2	Month/Year To	Month/Year	Code	Name of School	Degree/Diploma/Other		Month/Year Awarded
Stre	eet Address and Cit	ty (Country) of	School			State	ZIP Code
#3	Month/Year To	Month/Year	Code	Name of School	Degree/Diploma/Other		Month/Year Awarded
Stre	et Address and Cit	ty (Country) of	School			State	ZIP Code

Enter your Social Security Number before going to the next page

## 10 YOUR EMPLOYMENT ACTIVITIES

List your employment activities, beginning with the present (#1) and working back 5 years. You should list all full-time work, part-time work, military service, temporary military duty locations over 90 days, selt-employment, other paid work, and all periods of unemployment. The entire 5-year period must be accounted for without breaks, but you need not list employments before your 16th birthday.

- Code. Use one of the codes listed below to identify the type of employment:
  - 1 Active military duty stations
- 2 National Guard/Reserve 3 U.S.P.H.S. Commissioned Corps
- 4 Other Federal employment
- 5 State Government (Non-Federal employment)
- Self-émployment (Include business name and/or name of person who can verify)
- 7 Unemployment (Include name of 9 Other
- person who can verify)
  Federal Contractor (List Contractor, not Federal agency)
- Employer/Verifier Name. List the business name of your employer or the name of the person who can verify your self-employment or unemployment in this block. If military service is being listed, include your duty location or home port here as well as your branch of service. You should provide separate listings to reflect changes in your military duty locations or home ports.
- Previous Periods of Activity. Complete these lines if you worked for an employer on more than one occasion at the same location. After entering the most recent period of employment in the initial numbered block, provide previous periods of employment at the same location on the additional lines provided. For example, if you worked at XY Plumbing in Denver, CO, during 3 separate periods of time, you would enter dates and information concerning the most recent period of employment first, and provide dates, position titles, and supervisors for the two previous periods of employment on the lines below that information.

Month/Year Month/Year Code Employer/Verifer Name/Military D  #1 To Present	Outy Location	Your I	Your Position Title/Military Rank				
Employer's/Verifier's Street Address	City (Country)	State	zIP Code	Telephone Number			
Street Address of Job Location (if different than Employer's Address)	City (Country)	State	zIP Code	Telephone Number			
Supervisor's Name & Street Address (if different than Job Location)	City (Country)	State	zIP Code	Telephone Number			
Month/Year Month/Year Position Title  To  Month/Year Month/Year Position Title		Supervisor					
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Month/Year Month/Year Position Title  To		Supervisor					
Month/Year Month/Year Code Employer/Verifier Name/Military D	Outy Location	Your I	Position Title/Milita	ary Rank			
Employer's/Verifier's Street Address	City (Country)	State	zIP Code	Telephone Number			
Street Address of Job Location (if different than Employer's Address)	City (Country)	State	zIP Code	Telephone Number			
Supervisor's Name & Street Address (if different than Job Location)	City (Country)	State	ZIP Code	Telephone Number			
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Month/Year Month/Year Code Employer/Verifier Name/Military D	Outy Location	Your Position Title/Military Rank					
Employer's/Verifier's Street Address	City (Country)	State	ZIP Code	Telephone Number			
Street Address of Job Location (if different than Employer's Address)	City (Country)	State	ZIP Code	Telephone Number			
Supervisor's Name & Street Address (if different than Job Location)	City (Country)	State	ZIP Code	Telephone Number			
Month/Year Month/Year Position Title							
Month/Year Month/Year Position Title		Supervisor					
Month/Year Month/Year Position Title		Supervisor					
Enter your Social Security Number before going to the	e next page	<u> </u>	<b>→</b>				

YOUR EMPLOYMENT ACTIVITIE	S (CONTINUED)						
Month/Year Month/Year Code Em	ployer/Verifier Name/Military Du	ity Location		Your Position Title/Military Rank			
#4 To							
Employer's/Verifier's Street Address		City (Country)		State	ZIP Code	Telephone Number	
Street Address of Job Location (if different	than Employer's Address)	City (Country)		State	ZIP Code	Telephone Number	
Supervisor's Name & Street Address (if diff	ferent than Job Location)	City (Country)		State	ZIP Code	Telephone Number	
Month/Year Month/Year Position	on Title		Supervisor				
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Month/Year Month/Year Position	on Title		Supervisor				
	ployer/Verifier Name/Military Du	ity Location		Your Pos	ition Title/Milita	ry Rank	
#5 To Employer's/Verifier's Street Address		City (Country)		State	ZIP Code	Telephone Number	
Street Address of Job Location (if different	than Employer's Address)	City (Country)		State	ZIP Code	Telephone Number	
Supervisor's Name & Street Address (if diff	ferent than Job Location)	City (Country)		State	ZIP Code	Telephone Number	
Month/Year Month/Year Position	on Title	1	Supervisor				
Month/Year Month/Year Position	on Title		Supervisor				
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10	ployer/Verifier Name/Military Du	ty Location		Vour Poo	ition Title/Milita	ny Pank	
#6 To	ipioyer/vermer Name/Military Do	ity Location		Tourros	nion menima	TY Natik	
Employer's/Verifier's Street Address		City (Country)		State	ZIP Code	Telephone Number	
Street Address of Job Location (if different	than Employer's Address)	City (Country)		State	ZIP Code	Telephone Number	
Supervisor's Name & Street Address (if diff	ferent than Job Location)	City (Country)		State	ZIP Code	Telephone Number	
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PEOPLE WHO KNOW YOU List three people who know you we combined association with you cow list anyone who is listed elsewhere	ell and live in the United States. ers as well as possible the last 5	They should be goo years. Do not list y	od friends, peer our spouse, fo	rs, colleag rmer spou	jues, college ro uses, or other re	ommates, etc., whose elatives, and try not to	
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Home or Work Address		City	(Country)	( )	Night	State ZIP Code	
Name #2	The state of the s	Month/Yea	ates Known ar Month/Y	ear ( )	phone Number Day		
Home or Work Address		City	(Country)	( )	Night	State ZIP Code	
#3 Name		Month/Yea	ates Known ar Month/Y To	ear ( )	ohone Number Day Night		
Home or Work Address		City	(Country)		, agric	State ZIP Code	
Enter your Social Security Num	ber before going to the	next page			<b>-</b>		

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b Have you register legal exemption b		ne Selective Service Sys	tem? If "\	res", provide	your registra	ition number.	If "No," show the	reason for your		
Registration Number		Legal Exemption Explanation	on							
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13 YOUR MILIT  a Have you served		ited States military?							Yes	No
	in the Un	ited States Merchant Ma	rine?							
List all of your mil		ice below, including serv						with the most rec	ent	
Code. Use one o	f the code 2 - A	es listed below to identify	-		e: - Coast Gua	ard 6 -	Merchant Marine	e 7 - Nation	nal Guar	d
O/E. Mark "O" blo	ock for O	fficer or "E" block for Enl	isted.							
		e block for the status of y			time that you	u served. If y	our service was in	n the National Gu	ard, do n	ot
		as with other than the U			tify the coun	try for which	you served.			
Month/Year Month/Year	Code	Service/Certificate #	OE			Status		Cour	ntry	
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То										
ILLEGAL DE	RUGS					•			Yes	No
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Signature (Sign in ink)								Date		
Enter your Social S	ecurity	Number before o	oina to	the next n	age					
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Standard Form 85 Revised September 1995 U.S. Office of Personnel Management 5 CFR Parts 731 and 736 Form approved: O.M.B. No. 3206-0005 NSN 7540-00-634-4035 85-111

## UNITED STATES OF AMERICA

## **AUTHORIZATION FOR RELEASE OF INFORMATION**

Carefully read this authorization to release information about you, then sign and date it in black ink.

I Authorize any investigator, special agent, or other duly accredited representative of the authorized
Federal agency conducting my background investigation, to obtain any information relating to my
activities from schools, residential management agents, employers, criminal justice agencies, retail
business establishments, or other sources of information. This information may include, but is not
limited to, my academic, residential, achievement, performance, attendance, disciplinary, employment
history, and criminal history record information.

I Understand that, for some sources of information, a separate specific release will be needed, and I may be contacted for such a release at a later date.

I Authorize custodians of records and sources of information pertaining to me to release such information upon request of the investigator, special agent, or other duly accredited representative of any Federal agency authorized above regardless of any previous agreement to the contrary.

I Understand that the information released by records custodians and sources of information is for official use by the Federal Government only for the purposes provided in this Standard Form 85, and may be redisclosed by the Government only as authorized by law.

Copies of this authorization that show my signature are as valid as the original release signed by me. This authorization is valid for two (2) years from the date signed.

Signature (Sign in ink)	Full Name (Type or Print Legi	Date Signed	
Other Names Used			Social Security Number
Current Address (Street, City)	State	ZIP Code	Home Telephone Number (Include Area Code)

Page 6